



City of Sanford Commercial Permit Application Checklist

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of a contract, signed by the contractor and property owner, indicating the documented construction value
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed, signed, and notarized Property Owner Builder Disclosure Statement Affidavit (if owner is applicant).
- ☐ Approval letter from sanitary sewer provider (if other than the City of Sanford).
- ☐ Copy of the onsite sewage disposal system construction permit issued by Seminole County Health Department for new or existing septic systems, grease interceptors, etc. (if applicable).
- ☐ Seminole County Impact Fee Statement.
- ☐ Five (5) sets signed and sealed building construction plans.
- ☐ Two (2) sets signed and sealed site development plans approved by City of Sanford Planning & Development Services Department.
- ☐ Letter from Planning & Development Services agreeing to submittal of plan without development plan approval. This is at the developer's risk.
- ☐ Two (2) sets signed and sealed floor and roof truss engineering.
- ☐ Completed and signed Statewide Product Approval Specification Form.
- ☐ Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- ☐ Three (3) sets of completed and signed energy calculations (signed/sealed if required by Florida Statute or code).
- ☐ State of Florida Division of Hotel and Restaurant approval (if applicable).
- ☐ Florida Department of Environmental Protection Notice of Asbestos Renovation or Demolition (if applicable).
- ☐ State of Florida Notification on Gas Tanks (if applicable).
- ☐ Floodplain development application completed and signed if any portion of the property is in a flood hazard area as identified on the most current flood insurance rate map.

THE BUILDING CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN (Development plan includes additional requirements)

- ☐ All parking and accessible routes
- ☐ Accessible parking space(s) and signage details
- ☐ Accessible entrances
- ☐ Accessible ramps, handrails, guardrails, curb cuts and details
- ☐ All required building exits accessible (not less than 60% if all are not required exits)
- ☐ Areas of rescue assistance
- ☐ Accessible signage

- ☐ Fire access
- ☐ Vehicle loading
- ☐ Driving/turning radius
- ☐ Fire hydrant/water supply/post indicator valve (PIV)
- ☐ Location of septic systems (if applicable)
- ☐ Setbacks/fire separation (assumed property lines)
- ☐ Utility lines (water, sewer, irrigation)
- ☐ Meters and backflow devices

BUILDING PLAN

- ☐ Construction documents shall indicate code edition being applied
- ☐ Page size minimum 11" x 17"
- ☐ **Plans to minimum 1/4" scale**
- ☐ All pages numbered and labeled
- ☐ Plans signed/sealed and dated by a Florida Design Professional as applicable
- ☐ Designer information: name, address, registration # on all pages
- ☐ Reference the currently adopted code editions
- ☐ Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings, 139 mph ultimate design wind speed for risk category II buildings and 149 mph ultimate design wind speed for risk category III and IV buildings
 - Ultimate design wind speed (Vult)
 - Nominal design wind speed (Vasd)
 - Risk category
 - Exposure category
 - Enclosure classification
 - Internal pressure coefficient
 - Component and cladding design wind pressures in terms of psf
 - Structural Calculations, if necessary
- ☐ Threshold Inspection Plan (for threshold buildings)
- ☐ All areas dimensioned and use noted
- ☐ Corridors
- ☐ Shafts and elevator hoistways
- ☐ Stair location/guardrails/handrails
- ☐ Partition denotations and schedule
- ☐ Door locations, sizes, door and hardware schedule
- ☐ Window locations, sizes and schedule
- ☐ Tempered glass locations
- ☐ Attic ventilation and access
- ☐ Air barrier requirements
- ☐ Interior finish ratings and schedule
- ☐ Light and ventilation
- ☐ Sanitation
- ☐ Elevators
- ☐ Escalators
- ☐ Lifts
- ☐ Roof coverings

Construction type design criteria:

- ☐ Type of construction denoted (per table 503)
- ☐ Occupancy group classification denoted for building and rooms/areas
- ☐ Gross square footage – Net square footage calculations

- ☐ Building height
- ☐ Percentage of exterior openings calculations
- ☐ Classification of hazard of contents (if applicable)

Structural Design Criteria:

- ☐ Ultimate design wind speed (Vult)
- ☐ Nominal design wind speed (Vasd)
- ☐ Risk category
- ☐ Exposure category
- ☐ Enclosure classification
- ☐ Internal pressure coefficient
- ☐ Component and cladding design wind pressures in terms of psf
- ☐ Structural Calculations, if necessary
- ☐ Floor loads – psf
- ☐ Stair loads – psf
- ☐ Roof loads – psf
- ☐ Balcony loads – psf
- ☐ Corridor loads – psf
- ☐ Storage loads – psf

Materials to be reviewed shall at a minimum include the following:

- ☐ Wood / grade – species
- ☐ Steel / type - grade
- ☐ Aluminum
- ☐ Concrete
- ☐ Plastic
- ☐ Glass
- ☐ Masonry
- ☐ Gypsum board and plaster
- ☐ Insulating (mechanical)
- ☐ Roofing
- ☐ Insulation
- ☐ Alternate materials

Structural:

- ☐ Signed and sealed soil report with a positive conclusion required
- ☐ Compaction requirements
- ☐ Foundation locations, dimensions and depth specified
- ☐ Foundation denotations, schedules and details
- ☐ Reinforcing steel, amount, size, grade, spacing, and lap specified
- ☐ Footing dowel locations
- ☐ Maximum filled cell spacing
- ☐ Embedment's
- ☐ Slab thickness and reinforcement
- ☐ Vapor barrier
- ☐ Termite protection
- ☐ Relieving arch steel details at pipe penetrations
- ☐ Brick ledge detail including flashing and weep hole size and spacing
- ☐ Building materials used
- ☐ Lintel locations, denotations and schedule
- ☐ Exterior and interior structural wall sections
- ☐ Columns

- ☐ Tie beams
- ☐ Structural steel size, type, connections
- ☐ Framing details and fastening
- ☐ Load path connectors
- ☐ Floor deck and fastening
- ☐ Wall sheathing and fastening
- ☐ Roof deck and fastening
- ☐ Stair construction
- ☐ Window and door details, including design pressure of openings
- ☐ Fastening details for windows and doors, (type, length, and quantity)
- ☐ Exterior mounted mechanical units fastening methods to meet wind load
- ☐ Roof and floor framing, truss layout, connector schedule

Fire Protection Requirements:

- ☐ Fire separation requirements for corridors, elevators, stairways, floors & shafts
- ☐ Occupancy separation requirements
- ☐ Tenant separation requirements
- ☐ Fire resistant protection details for type of construction
- ☐ Rated requirements for walls, floor-ceiling and roof-ceiling assemblies
- ☐ Design numbers and details for all rated assemblies
- ☐ Design numbers and details for all rated penetrations
- ☐ Rated door and hardware schedules
- ☐ Fire blocking and draft stopping
- ☐ Calculated fire resistance
- ☐ Interior finishes (flame spread/smoke development)

Life Safety:

- ☐ Occupant load calculations and egress capacities
- ☐ Special occupancy requirements
- ☐ Egress plan
- ☐ Number of exits
- ☐ Capacity of exits
- ☐ Arrangement of exits
- ☐ Travel distance to exits/common path of travel
- ☐ Stairs construction/geometry and protection
- ☐ Horizontal exits/exit passageways
- ☐ Illumination of exits
- ☐ Exit signs
- ☐ Emergency lighting
- ☐ Enclosures
- ☐ Handrails
- ☐ Guardrails
- ☐ Ramps
- ☐ Early warning systems schematic
- ☐ Smoke control systems schematic
- ☐ Stair pressurization systems schematic
- ☐ Extinguishing requirements
- ☐ Areas of rescue assistance

Accessibility Building:

- ☐ Door sizes, hardware schedule
- ☐ Vertical accessibility

- ☐ Accessible route dimensions
- ☐ Maneuvering clearances
- ☐ Hi-Lo drinking fountain
- ☐ Equipment clear floor space/reach ranges
- ☐ Areas of rescue assistance
- ☐ Signage
- ☐ ATM machines

Accessibility Restrooms/Bathrooms:

- ☐ Turning radius
- ☐ Required floor space for fixtures
- ☐ Fixture and equipment mounting dimensions
- ☐ Adaptability

Accessible requirements for special occupancies in addition to general requirements will also be reviewed.

PLUMBING PLAN

- ☐ Plumbing plans submitted
- ☐ Piping materials
- ☐ Piping supports
- ☐ Determine minimum plumbing fixtures required based on occupant load calculated per FBC 1004
- ☐ Water distribution diagram
- ☐ Water hammer arrestors
- ☐ Plumbing drain, waste and vent riser diagram
- ☐ Grease trap detail
- ☐ Grease trap Health Dept. report on existing
- ☐ Interceptors
- ☐ Roof drains/calculations for flat roofs
- ☐ Backflow prevention
- ☐ Medical gas
- ☐ Oxygen systems
- ☐ Environmental requirements

Water Heaters:

- ☐ T & P drain
- ☐ Air gap
- ☐ Pan drain
- ☐ Thermal expansion device
- ☐ Heat traps
- ☐ Mounting platform

GAS PLAN

- ☐ Type of gas
- ☐ Gas pressure
- ☐ Appliances schedule and BTU's
- ☐ Chimneys and Vents
- ☐ Combustion air
- ☐ LP tank size and location (above or below grade)
- ☐ Protection requirements

Gas Riser Diagram:

- ☐ Pipe type
- ☐ Pipe sizing

- ☐ Total developed length
- ☐ Segment lengths
- ☐ Appliance locations
- ☐ Shut-offs valves

MECHANICAL PLAN

- ☐ Mechanical plans submitted
- ☐ Energy calculations
- ☐ Duct systems and sizing
- ☐ Duct work clearances at mechanical room (4" minimum)
- ☐ Duct supports
- ☐ Means for balancing HVAC system
- ☐ Diffusers (size and direction)
- ☐ CFM requirements
- ☐ Ventilation
- ☐ Combustion air
- ☐ Outdoor air calculations
- ☐ Balanced return air
- ☐ Make-up air
- ☐ Equipment location and working clearances (30" wide by 36" deep, 6' high minimum)
- ☐ Condensate piping and disposal
- ☐ Required platforms and catwalks
- ☐ Roof mounted equipment (including equipment and curb anchorage)
- ☐ Details and specifications
- ☐ Equipment sizing calculations
- ☐ Equipment specifications
- ☐ Joint sealing methods and product specification
- ☐ Air balance table
- ☐ Rated penetrations - fire damper details and manufacturer's installation instructions
- ☐ Means for automatic fan shutdown
- ☐ Kitchen hood, duct plans, fire suppression and specifications
- ☐ Bathroom exhaust systems
- ☐ Special exhaust systems
- ☐ Chimneys, fireplaces and vents
- ☐ Other appliances
- ☐ Boilers
- ☐ Refrigeration
- ☐ Bathroom ventilation
- ☐ Laboratory

ELECTRICAL PLAN

- ☐ Maximum available fault current at service
- ☐ AIC rating of equipment
- ☐ Voltage and phase of electrical system
- ☐ Load calculation
- ☐ Electrical service riser diagram indicating overcurrent protection sizes, conductor and conduit types and sizes, number of service disconnecting means, grounding electrode system: bonded to the foundation steel, structural steel, metal piping, size and type, separately derived system or not? (solid neutral or switching)
- ☐ Transformer sizes and types if used
- ☐ Panel schedules and ratings
- ☐ Power plan
- ☐ Panel locations and working clearances

- ☐ Lighting plan
- ☐ Device legend
- ☐ Wiring methods and materials
- ☐ Feeders and branch circuits, conduit sizes and types
- ☐ Grounding conductors
- ☐ Exit lights
- ☐ Emergency lighting
- ☐ Egress lighting
- ☐ Signage and disconnecting means location
- ☐ Generator type: emergency or standby
- ☐ Remote annunciation
- ☐ Load shed (if necessary)
- ☐ Required receptacle outlets
- ☐ GFCI's
- ☐ Equipment
- ☐ Special occupancies
- ☐ Emergency systems
- ☐ Communication systems
- ☐ Low voltage

FIRE PROTECTION/FIRE SUPPRESSION PLAN

- ☐ Early warning smoke evacuation and control
- ☐ Sprinkler design criterion (separate permit required)
- ☐ Fire alarm design criterion (separate permit required)
- ☐ Pre-engineered systems
- ☐ Riser diagram
- ☐ Standpipes

These guidelines were compiled to assist the applicant in preparing a new commercial permit/plan submittal and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements. Please be aware that a separate permit is required for any fire sprinkler system and fire alarm system. All site related signs, fences, hardscape features, guard/hand rails, free standing walls, retaining walls, canopies, accessory structures, site electrical and lighting, satellite dishes, dumpster enclosures, irrigation systems, lift stations, and any demolition of structures.